University anti-plagiarism system: how to submit a document

maggio 2022

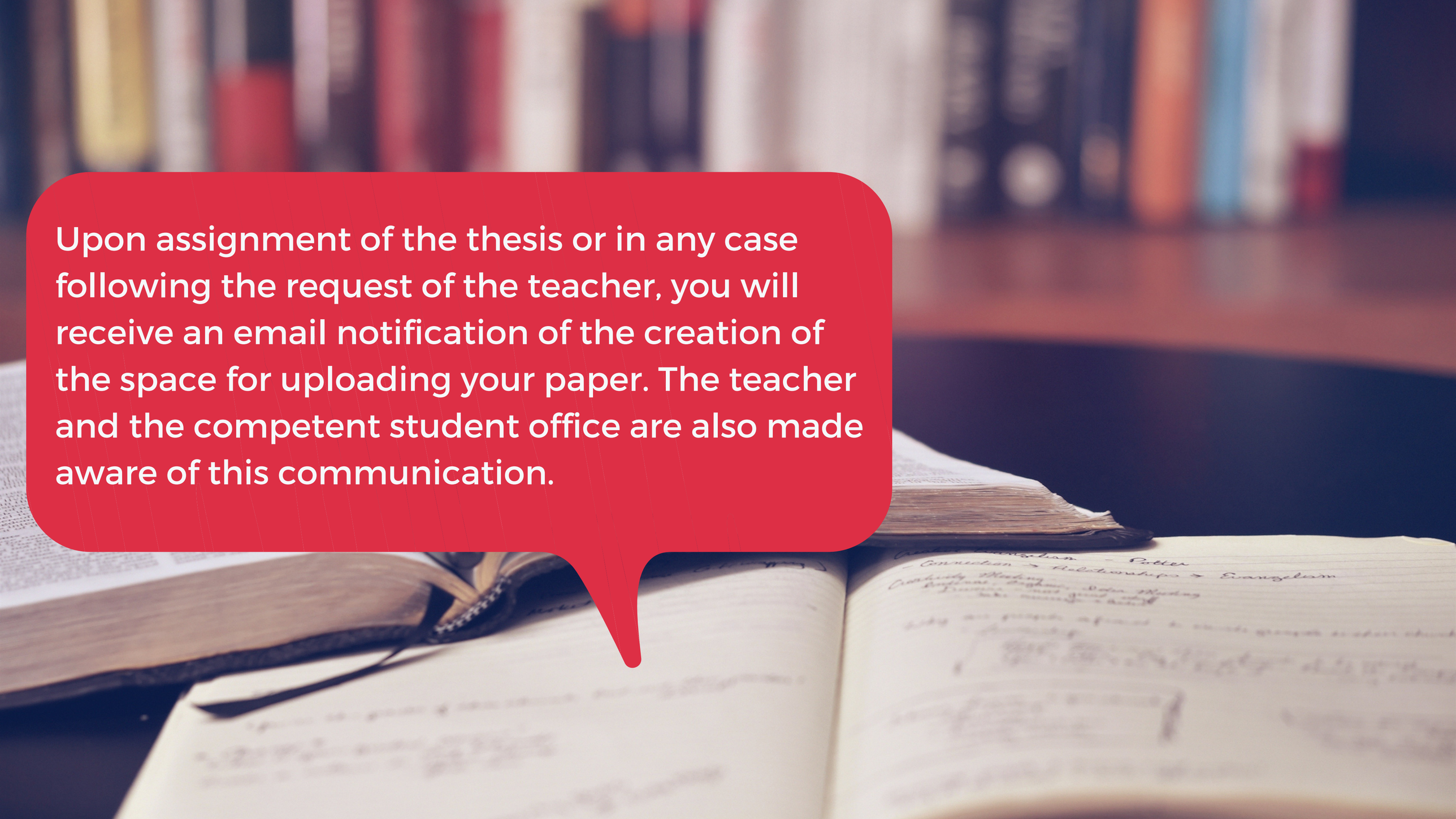
A tool to support writing practice

UNIVERSITÀ DI SIENA
1240

The anti-plagiarism service, active for some years at our university, is used by students and professors to verify the correctness of the diissertations of degree and doctoral theses and for other types of documents.

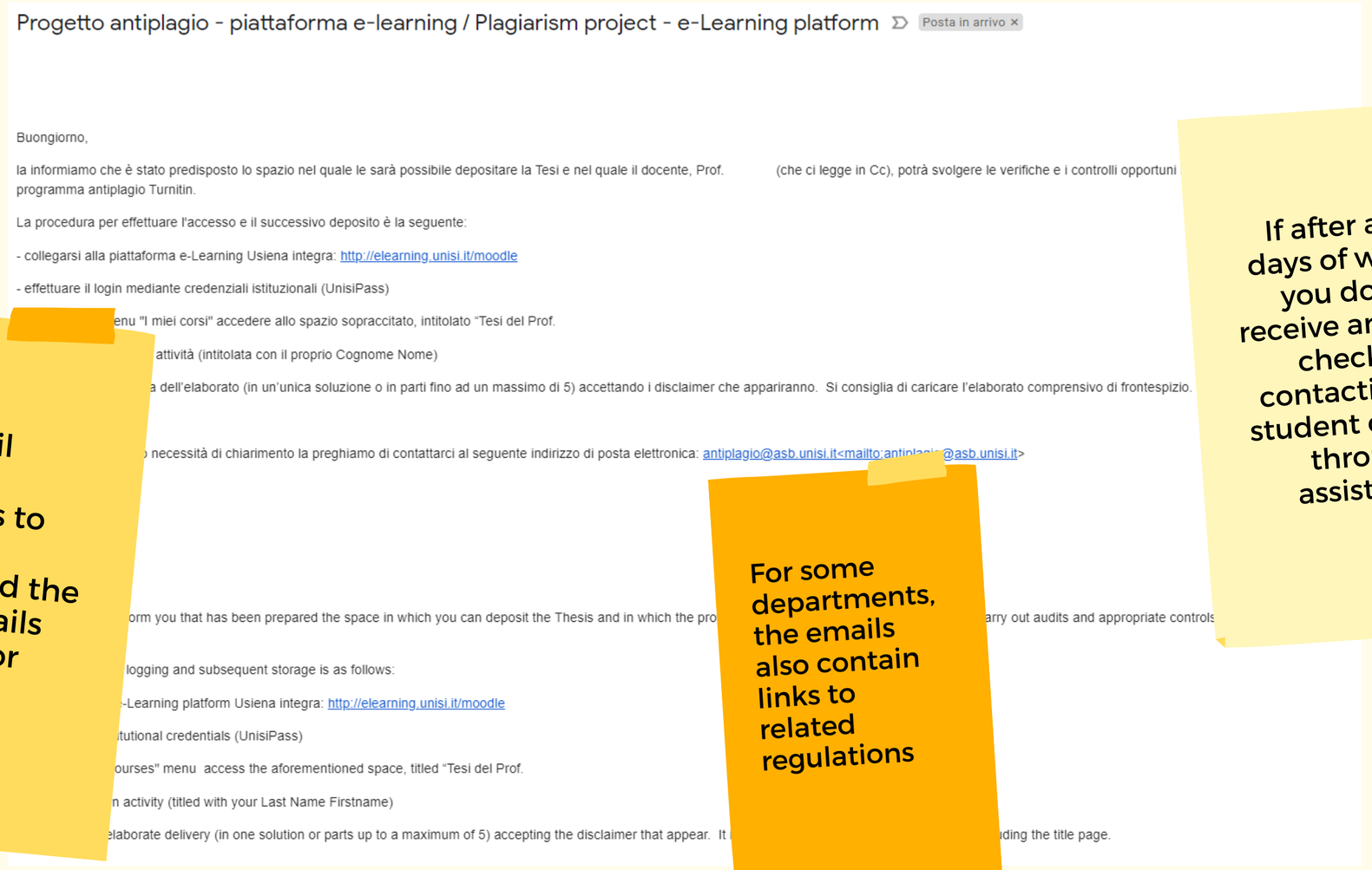
1 | Turnitin

In our University, however, it is not mandatory for everyone and each department regulated independently for the access to the service. However, there are some fundamental guidelines for uploading the document: currently the software is used through the Usienaintegra platform and the student receives instructions for uploading by email.



Upon assignment of the thesis or in any case following the request of the teacher, you will receive an email notification of the creation of the space for uploading your paper. The teacher and the competent student office are also made aware of this communication.

2 | Notification emails and instructions



Progetto antiplagio - piattaforma e-learning / Plagiarism project - e-Learning platform

Posta in arrivo ×

Buongiorno,

la informiamo che è stato predisposto lo spazio nel quale le sarà possibile depositare la Tesi e nel quale il docente, Prof. (che ci legge in Cc), potrà svolgere le verifiche e i controlli opportuni programma antiplagio Turnitin.

La procedura per effettuare l'accesso e il successivo deposito è la seguente:

- collegarsi alla piattaforma e-Learning Usiena integra: http://elearning.unisi.it/moodle

- effettuare il login mediante credenziali istituzionali (UnisiPass)

enu "I miei corsi" accedere allo spazio sopraccitato, intitolato "Tesi del Prof.

attività (intitolata con il proprio Cognome Nome)

a dell'elaborato (in un'unica soluzione o in parti fino ad un massimo di 5) accettando i disclaimer che appariranno. Si consiglia di caricare l'elaborato comprensivo di frontespizio.

necessità di chiarimento la preghiamo di contattarci al seguente indirizzo di posta elettronica: antiplagio@asb.unisi.it<mailto:antiplagio@asb.unisi.it>

orm you that has been prepared the space in which you can deposit the Thesis and in which the pro arry out audits and appropriate controls

logging and subsequent storage is as follows:

-Learning platform Usiena integra: http://elearning.unisi.it/moodle

tutional credentials (UnisiPass)

ourses" menu access the aforementioned space, titled "Tesi del Prof.

n activity (titled with your Last Name Firstname)

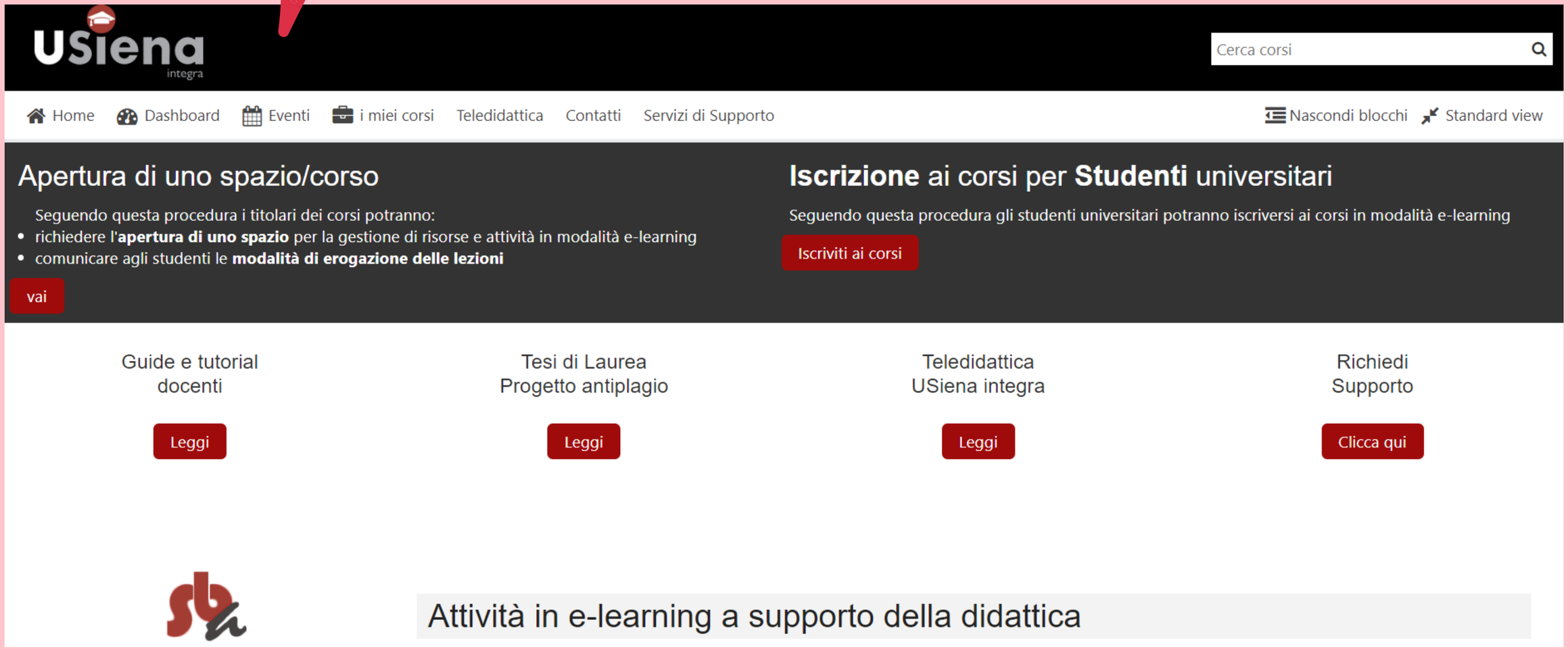
elaborate delivery (in one solution or parts up to a maximum of 5) accepting the disclaimer that appear. It ding the title page.

In the email there are instructions to access the platform and the contact details to contact for assistance

For some departments, the emails also contain links to related regulations

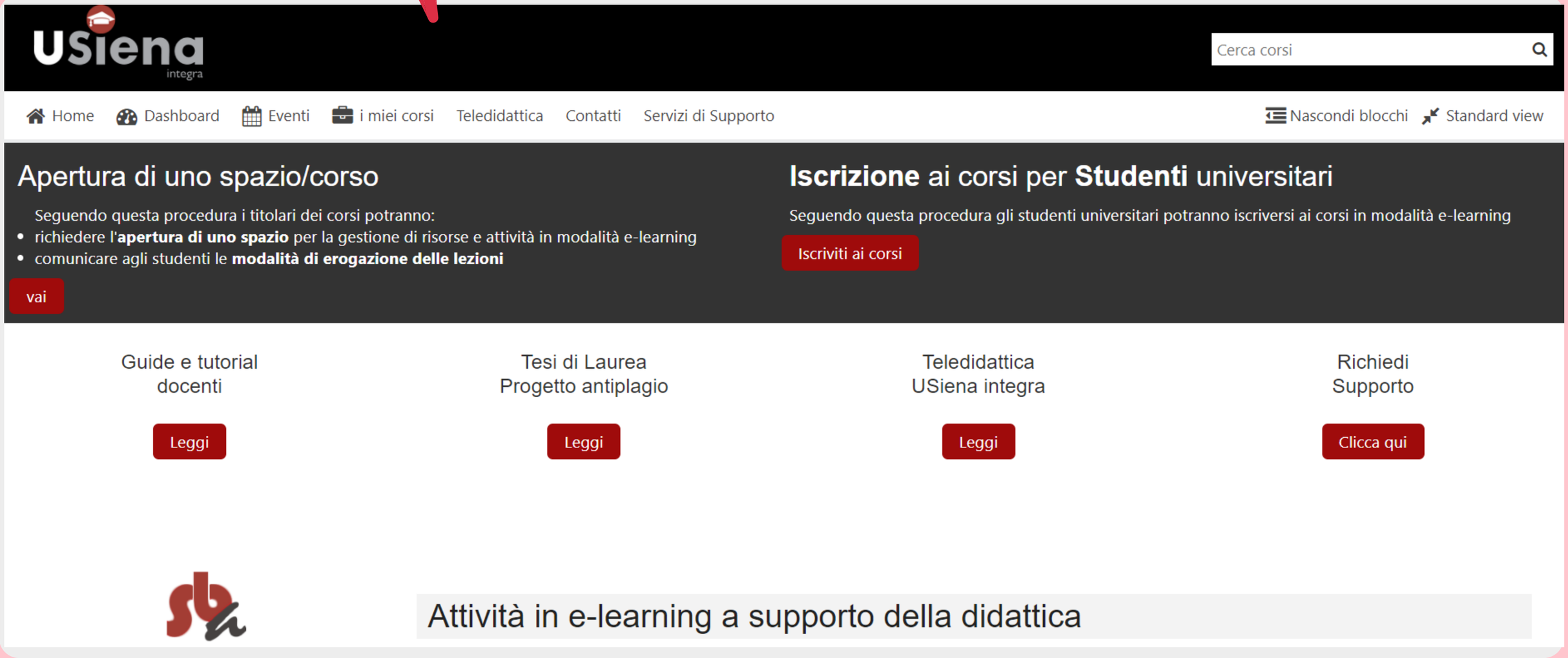
If after a few days of waiting you do not receive anything, check by contacting the student office or through assistance

the platform:
https://elearning.unisi.it/



Proceed to upload in 3 easy steps

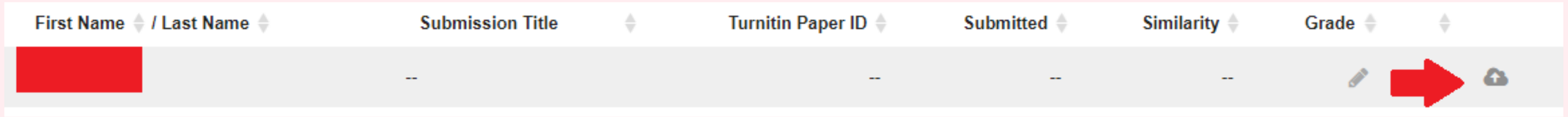
1. Log in to the platform
2. Look for the teacher's class in "My courses" or through the search box
3. Locate the space with your name for example "Laureando John Smith"



First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
[redacted]	--	--	--	--		

Open the loading area by clicking on the speech bubble to the right of the screen, corresponding to your name

1 | Normal version and expert version



There are two uploading methods: a) the **normal version**, consisting of a single area from which to proceed with the upload of the final version of the thesis (including the title page, in the format that will be discussed) and b) the **expert version**, consists of 5 different uploading areas where you can insert single chapters or subsequent versions of the same file document for correction during the drafting phase. In this case only the last section, called "Final version", will be used for the analysis generation of the complete “originality report” after the check.

The accepted formats are many, even if usually PDF or word / openoffice files are uploaded

Accepted file types and sizes

Allow any file type

If an assignment is set to **allow any file type**, Turnitin will accept any file:

- that is less than 100MB;
- that has a minimum of 20 words; and
- that is less than 800 pages.

File types checked for similarity

If the assignment is set to allow only file types that Turnitin can check for similarity, Turnitin will only accept files that can generate Similarity Reports.

This includes:

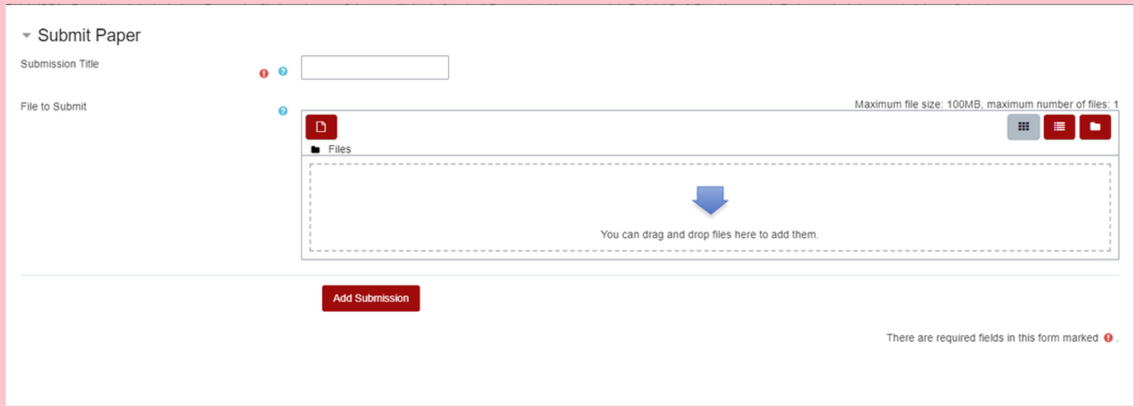
HTML
Hangul Word Processor file (.hwp)
Rich text format (.rtf)
Plain text (.txt)
Google Docs via Google Drive™
Microsoft Word® (.doc/.docx)
OpenOffice Text (.odt)
WordPerfect® (.wpd)
PostScript (.ps)

If submitting with Google Drive™, third-party cookies must be allowed in your browser, otherwise, any attempts to sign into Google to upload from Google Drive will fail. functionality is not supported in IE8 or below. Do not upload Google Doc (.gdoc) files directly as the file does not store the document, but contains a reference to it onlin

Loading

1

Read the agreement that appears at the first access. This is because you have to accept the terms of use of the software and confirm that the document you are inserting is yours.

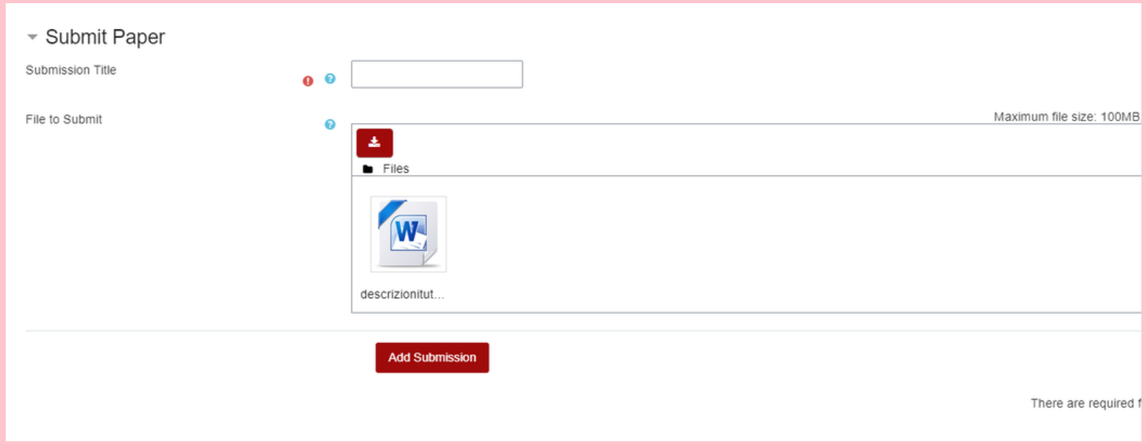


2

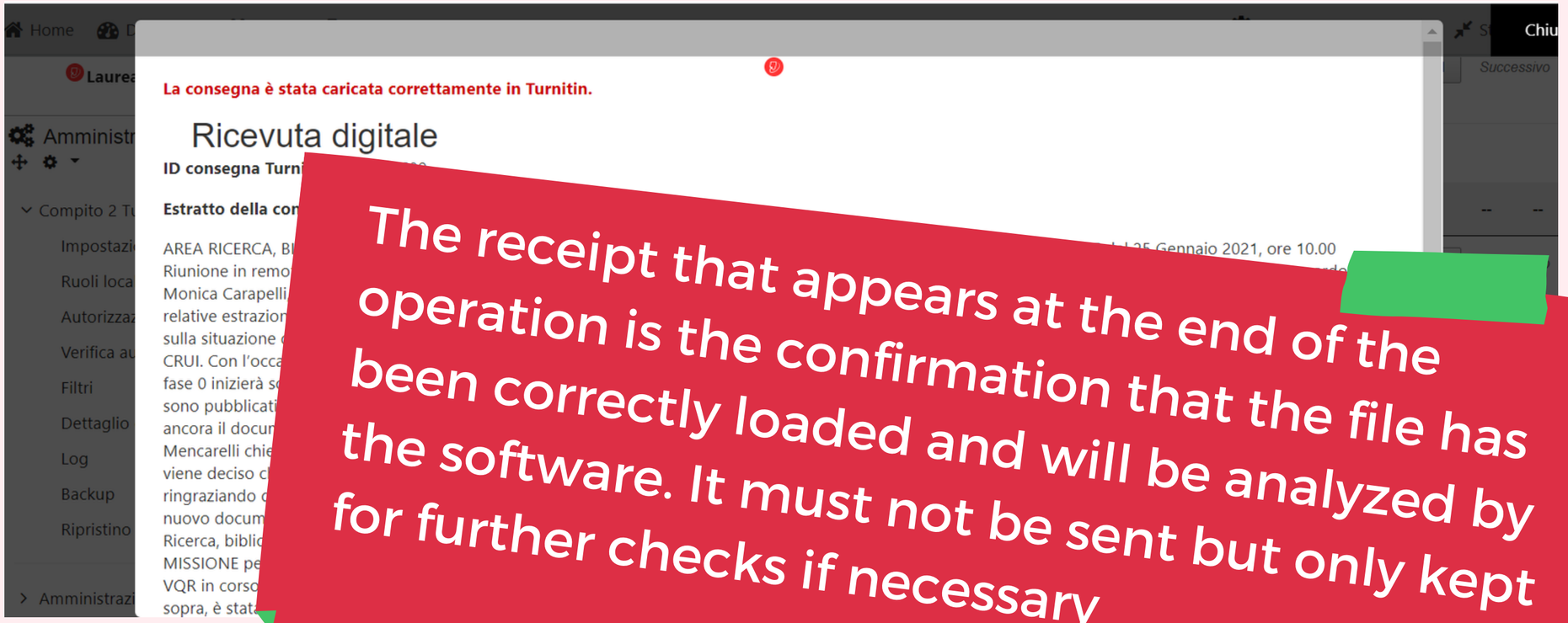
Drag the file or select it for uploading from your device

3

Upload the file and click Add Delivery. Do not forget to enter the title of the document, if possible that of the thesis. DO NOT use generic terms (file, thesis, etc.)



5 | Receipt

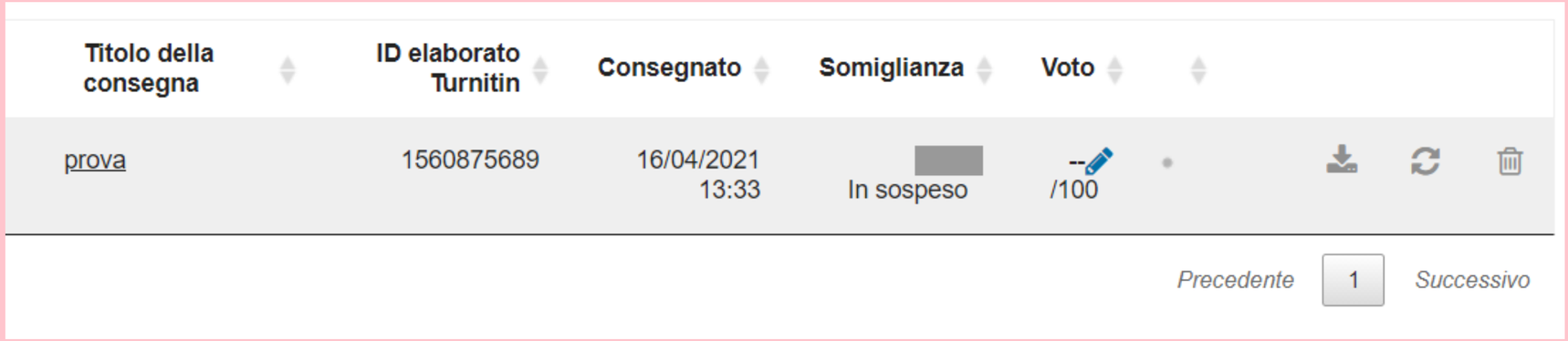


The receipt that appears at the end of the operation is the confirmation that the file has been correctly loaded and will be analyzed by the software. It must not be sent but only kept for further checks if necessary

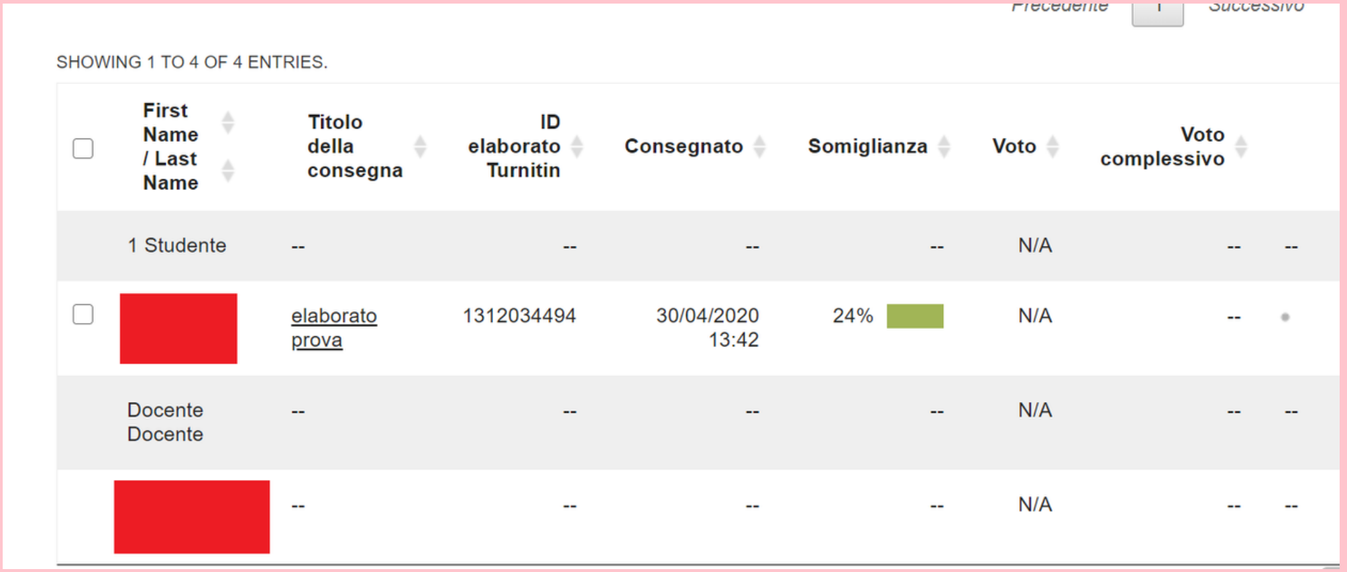
Software analysis

From this moment the software analysis on the whole document starts

Estimated time: 15 minutes-1 hour

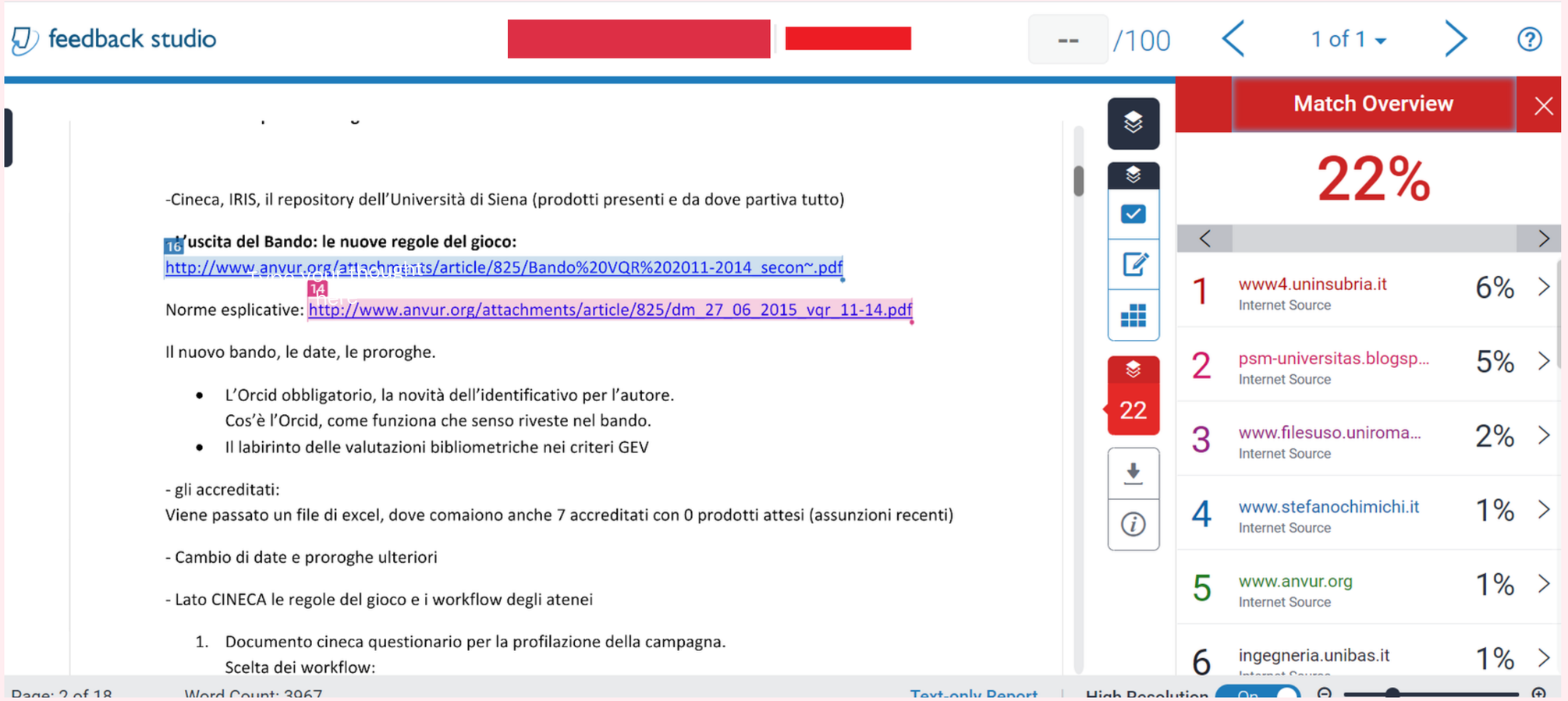


Following the analysis, a summary percentage is generated which summarizes the detail of the analysis, visible by clicking on the colored strip.



PLEASE NOTE: Not all departments allow students to view the report. In this case the reference will always be the teacher, to ask for access to the report

3 | Originality Report



For assistance contact

antiplagio.sba@unisi.it